

**Summary Report for Individual Task**  
**805C-LE3-1010**  
**Prepare an Acceptance/Regret to Invitations**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD7** - This product/publication has been reviewed by the training/educational developers in coordination with the (installation/activity name) FD authority. This product is NOT releasable to students from foreign countries.

**Condition:** Given a requirement to accept or regret an invitation to an official/social function and knowledge of the supervisor's plans to attend or not to attend. This task should not be trained in MOPP 4.

**Standard:** Follow the accepted rules of protocol to accept or regret an invitation to an official/social function IAW procedures established in the local SOP.

**Special Condition:** None

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Review the supervisor's executive calendar for a previously scheduled function.
2. Follow the supervisor's instruction to accept the invitation.
  - a. Write the acceptance in a formal manner.
  - b. Send the acceptance to a formal invitation within 48 hours or to an informal invitation within 24 hours.
  - c. Make no reference to place on an acceptance.
  - d. Prepare the acceptance without errors in spelling, punctuation, capitalization, word usage, and grammar.
  - e. Write the date in civilian style and spell out the time when you accept an invitation.
3. Send a regret to an invitation if either member of a couple is unable to attend.
  - a. Write the regret in a formal manner.
  - b. Send the regret to a formal invitation within 48 hours or to an informal 24 hours.
  - c. Make no reference to time or place on a regret.
  - d. Prepare the regret without errors in spelling, punctuation, capitalization, word usage, and grammar.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score a GO if the soldier passes (P) all performance measures. Score a NO GO if the soldier fails (F) any performance measure. Show the soldier what was done wrong and how to correct it.

**Evaluation Preparation:** Evaluate the soldier's performance of this task. Allow the soldier to perform the task using the materials listed in the CONDITIONS statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the soldier's performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the supervisor's executive calendar for a previously scheduled function.			
2. Followed the supervisor's instruction to accept the invitation.			
3. Sent a regret to an invitation if either member of a couple was unable to attend.			

### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	SOP	Standing Operating Procedures (SOP), Local	Yes	No
1.	PAM 600-60	A Guide to Protocol and Etiquette for Official Entertainment	Yes	No
2.	PAM 600-60	A Guide to Protocol and Etiquette for Official Entertainment	Yes	No
3.	PAM 600-60	A Guide to Protocol and Etiquette for Official Entertainment	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. NOTE: It is the responsibility of all Soldiers and DA civilians to protect the environment from damage. It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

Recycle accordingly.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storm, you will be instructed to power down equipment.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
ASI E3 - Executive Administrative Assistant	Enlisted	ASI: E3